

**Memorandum of Understanding (MOU)  
On Collaborative Land Use Planning in the Vicinity of  
San Luis Obispo County Regional Airport**

By and among

City of San Luis Obispo  
San Luis Obispo County  
San Luis Obispo County Airport Land Use Commission  
California Department of Transportation (Caltrans)

**Recitals**

This MOU is made with reference to the following facts and circumstances:

- (a) The above-named agencies (collectively the “Parties”) have committed to developing a process that will improve collaboration, communication and information-sharing in land use planning decisions related to the San Luis Obispo County Regional Airport now and into the future.
- (b) In July 2015, Caltrans initiated a process to determine partner agency “readiness to engage” in improving communication and information-sharing related to land use planning issues in the vicinity of the San Luis Obispo County Regional Airport.
- (c) To conduct this effort Caltrans provided neutral, third-party consultant facilitator support through its statewide Planning Public Engagement Contract (PPEC).
- (d) To show commitment to the effort, each partner agency designated two representatives to participate in a series of meetings to design a process to determine how the partners could work more collaboratively on airport-related land use planning issues.
- (e) This group of partner agency representatives is referred to as the SLO Airport Collaborative, with Caltrans represented by staff from District 5 and the Division of Aeronautics, representing the Department’s roles and responsibilities with regard to State surface transportation and aviation.
- (f) The SLO Airport Collaborative met in a series of three meetings, which were convened to bring agency representatives together to design a process for improving communication and collaboration regarding airport related land use planning decisions.
- (g) During the first meeting on January 6, 2016, the SLO Airport Collaborative drafted the Planning Goals, Objectives, and Issues document.
- (h) During the second meeting on February 3, 2016, the SLO Airport Collaborative met to revise the draft Planning Goals, Objectives, and Issues document, and to identify the initial implementation strategies.
- (i) During the third meeting on April 21, 2016, the SLO Airport Collaborative met to finalize the collaborative process for addressing airport land use compatibility issues now and into the future.

Attachment 2 - MOU and Exhibit A (SLO Airport Collaborative Planning Goals, Objectives, and Issues document and TAC Operating Framework)

(j) On \_\_\_\_\_, 2016, the City of San Luis Obispo adopted the SLO Airport Collaborative Planning Goals, Objectives and Issues document and TAC Operating Framework.

(k) On \_\_\_\_\_, 2016, the County of San Luis Obispo adopted the SLO Airport Collaborative Planning Goals, Objectives and Issues document and TAC Operating Framework.

### Agreement

Accordingly, the Parties hereby agree as follows:

1. To adhere to the process as outlined in the SLO Airport Collaborative Planning Goals, Objectives and Issues document and TAC Operating Framework, a copy of which is attached hereto as Exhibit A, and to cooperate in the implementation of those principles with the other SLO Airport Collaborative partner agencies to the fullest extent possible.
2. To continue to cooperate in the performance of all respective obligations in accordance with applicable federal and California laws and regulations, including, but not limited to, the State Aeronautics Act and the California Airport Land Use Planning Handbook.

### In Witness Whereof

The Parties hereby have executed this MOU on the day and year set out opposite their respective signatures below

City of San Luis Obispo

By [name] \_\_\_\_\_

Date \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL EFFECT  
Rita L. Neal, County Counsel

County of San Luis Obispo

By [name] \_\_\_\_\_

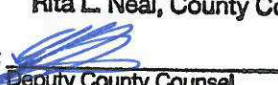
Date \_\_\_\_\_

By:  \_\_\_\_\_ Date 6/7/16  
Chief Deputy County Counsel

San Luis Obispo County Regional Airport Land Use Commission

By [name] \_\_\_\_\_

Date \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL EFFECT  
Rita L. Neal, County Counsel  
By:  \_\_\_\_\_ Date 6/8/16  
Deputy County Counsel

California Department of Transportation (Caltrans)

By [name] \_\_\_\_\_

Date \_\_\_\_\_

EXHIBIT A

SLO Airport Collaborative Planning Goals, Objectives and Issues document and  
TAC Operating Framework

## **PROPOSED SLO AIRPORT TECHNICAL ADVISORY COLLABORATIVE (TAC) OPERATING FRAMEWORK**

### **BACKGROUND**

Between January and April 2016, the San Luis Obispo Airport Collaborative conducted three meetings to discuss a process to improve communications between the City of San Luis Obispo, San Luis Obispo County, the San Luis Obispo Airport Land Use Commission (ALUC) and Caltrans. One of the key recommendations was the formation of the SLO Airport Technical Advisory Collaborative (TAC) that would provide technical advice to the ALUC on the SLO Airport Land Use Plan (ALUP) update. SLO Airport TAC members would have specific land use and aviation planning experience and provide advice and technical direction for consideration by the ALUC on an as needed basis.

In order for the TAC to exist, the ALUC will need to pass a resolution establishing the group. The proposed operating framework describes the purpose and charge, composition and responsibilities and operating principles of the SLO Airport TAC for consideration by the ALUC.

### **PURPOSE AND CHARGE**

The purpose of the SLO Airport TAC is to provide technical input and advice to assist with completing the update of the SLO Airport Land Use Plan. The SLO Airport TAC would meet on an as needed basis to provide input on various aspects of the ALUP update. Once completed, the TAC would then meet at the request of the ALUC and focus on substantive and/or unique planning proposals and issues. In its discussions, the SLO Airport TAC will focus on technical issues and not broader policy issues. The recommendations of the SLO Airport TAC to the ALUC are advisory and non-binding.

The specific charge to this group is to:

- Provide input on the technical aspects of the SLO ALUP update.
- Respond to requests for advice and directions from the ALUC.
- Recommend strategies and actions for addressing technical issues related to the San Luis Obispo County Regional Airport's physical development and the development of surrounding land uses.
- Serve as a group with specialized technical airport land use expertise that is available for consultation by the Airport, Caltrans and the City and County of San Luis Obispo on an as needed basis.

The establishment of the SLO Airport TAC does not preclude or limit other opportunities for communications between agencies on related issues.

## **MEMBER COMPOSITION AND SELECTION**

Members of the TAC will have airport land use planning-related technical knowledge and experience and represent each of the cooperating agencies and municipalities participating in the SLO Airport Collaborative. It is recommended that each entity have at least one but no more than two representatives on the TAC. During the preparation of the ALUP Update, TAC meetings would be led by the ALUC's technical consultant. Meeting agendas would be developed with assistance from County staff.

TAC Members would represent:

- City of San Luis Obispo
- County of San Luis Obispo
- Airport Land Use Commission
- Caltrans District 5 Planning and Caltrans Aeronautics

The ALUC would appoint the TAC members with at least one but not more than two representatives from each partner entity. Potential candidates would be nominated by partner agencies and the ALUC members. The TAC member appointments would be subject to renewal or replacement at least every four years to ensure that the group members provide the necessary technical expertise, time availability and collaborative approach.

## **MEMBER RESPONSIBILITIES**

To uphold the TAC's purpose and charge, each member is asked to fulfill the following responsibilities:

- Attend all meetings; the schedule and frequency will be determined by the ALUC
- Review and provide input on shared documents by agreed upon deadlines.
- Listen actively to the ideas and opinions expressed by the TAC members, engage in constructive discussion and be open to alternative solutions and points of view.
- Consider any pertinent information provided by related staff and others invited to share information with the group.
- Present the views of member agencies and municipalities, acknowledging and drawing on the diversity of opinions and outlooks represented.
- Inform and seek feedback from member agencies and municipalities about the TAC process and discussions.
- Adhere to the TAC's Operating Principles and cooperate with this process to the fullest extent possible.

## **OPERATING PRINCIPLES**

The SLO Airport TAC will carry out its charge through a meeting schedule determined in cooperation with the ALUC. To ensure a useful and productive exchange of information, the TAC will conduct its work according to the following operating principles:

- **Transparency:** SLO Airport TAC members will share relevant information and facts to facilitate productive discussion and progress toward mutual goals.
- **Equal Participation:** All participants will agree to provide one another the opportunity to engage in balanced dialogue and presentation on meeting topics, and will minimize domination of discussions by allowing time for other speakers.
- **Inclusivity:** SLO Airport TAC meetings and related activities will be conducted to ensure the ideas and views of all members are considered.
- **Respectful and Responsive Engagement:** SLO Airport TAC members will show courtesy, honesty and respect for each other during all communications, especially when giving or receiving contrary opinions as well as positive or negative feedback.
- **Meeting Documentation:** A brief written summary of each meeting will be prepared that documents the topics discussed and related action items.

#### COMMUNICATIONS WITH THE MEDIA

SLO Airport TAC members agree not to characterize their viewpoints as representative of the entire group when contacted by the media. Members agree not to use the media to unilaterally influence an issue or process. Media requests related to the SLO Airport TAC will be handled by one TAC member, to be determined and agreed upon by the entire TAC membership.

# **San Luis Obispo Airport Collaborative Planning Goals, Objectives and Issues**

*Updated: May 5, 2016*

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This document details the planning goals, objectives and issues for the San Luis Obispo Airport Collaborative. This information was drawn from pre-session interviews with representatives from the City of San Luis Obispo, San Luis Obispo County, Caltrans, and the SLO Airport Land Use Commission conducted between July 2015 and December 2015. This document reflects modifications discussed by members of the SLO Airport Collaborative during the January 2016, February 2016 and April 2016 meetings. Two of the goals reference the term “smart growth,” which the SLO Airport Collaborative members agree refers to an urban planning and transportation theory that concentrates growth in compact walkable urban centers to avoid sprawl.

## **A. Maintain and Improve Economic Vitality and Quality of Life**

- A1.** Ensure long-term viability of the SLO airport.
- A2.** Accommodate community needs for future growth including: affordable housing, jobs, transportation and other related development.
- A3.** Provide opportunities for future growth and expansion of air service at the SLO Airport.
- A4.** Apply “smart growth” planning principles to lands in and around the airport to protect and maintain open space and agricultural areas. Promote clustering and incorporate open space into proposed development. Reference the City of SLO Airport Compatibility Open Space Plan prepared April 20, 2005 for recommendations.
- A5.** Incorporate VMT reduction strategies in land use planning.
- A6.** Support a diversity of housing types to meet community needs and increase options for housing affordability.

## **B. Ensure Compatibility of Land Use Planning for Areas in Proximity to the Airport**

- B1.** Ensure safety of residents living near the airport and apply best practices and strategies for making safety a priority goal.
- B2.** Apply “smart growth” principles in determining the density, intensity and configuration of potential development in proximity of the airport.

- B3.** Use the ALUP update to create policies that support potential future airport expansion while improving airport operations, access and efficiency.
- B4.** Research best practices and identify tools to address noise impacts and implement noise reduction strategies.
- B5.** Identify and implement strategies for proactive and reactive complaint management and impact mitigation such as avigation easements, building standards for new construction, establishment of a fund for sound proofing of nearby existing structures, street naming conventions, deed restrictions and covenants, etc. For avigation easements, explore how this can strategy be coordinated through the City's Building Department and tied to a funding mechanism.
- B6.** Focus on directing the right type and configuration of development in the right location to avoid impacts to current and future flight operations.
- B7.** Take a multi-objective approach to land use planning around the airport and recognize that land use planning will involve trade-offs among potentially competing goals and objectives such as smart growth, airport operations, economic development, environmental protection, quality of life, etc.

**C. Prepare All Required Technical Studies and Guiding Documents**

- C1.** Delineate noise contours and safety zones with the appropriate level of detail and technical rigor to support land use decision making.
- C2.** Discuss how to address pending development proposals while the Airport Land Use Plan Update is in process.
- C3.** Develop appropriate noise standards to apply in land use planning and development. Determine consistence definitions for urban, rural and suburban and determine which standards will apply.
- C4.** Ensure that the collaborative process going forward provides an opportunity for the partner agencies to discuss and reach agreements regarding pending proposals including San Luis Ranch, Avila Ranch and other pending proposals.
- C5.** Consider requiring developers within airport sensitivity areas to have a "pre-approval" meeting (these meetings are currently optional) with partner agencies to discuss their project in the early stages in order to identify key planning issues in advance, allow developers to consider making modifications to their proposals prior to submittal, and encourage partner agencies to find common ground and agreement.



**D. Clarify Partner Agency Roles and Responsibilities for Airport Land Use Planning**

- D1.** Define the roles and responsibilities of federal, state, regional and local agencies in land use and airport related planning (including statutory and advisory responsibilities).
- D2.** Define the process and criteria for granting exceptions to established standards which may need to be modified under certain conditions. Establish criteria to assist decision makers in responding to unique circumstances and in granting certain exceptions. Review the Caltrans design exception process as a potential model.
- D3.** The process will adhere to applicable federal and California laws and regulations, including but not limited to the State Aeronautics Act and the California Airport Land Use Planning Handbook.

**E. Create a collaborative Airport Land Use Planning Process**

- E1.** Form a Technical Advisory Collaborative (TAC) with partner agency staff representatives and others with related expertise to provide advice and direction on the update of the ALUP.
- E2.** Assist staff and policy makers of partner agencies to develop a consistent and unified approach to airport land use decision making; continue to model the process and coordination used by City and County staff during the review of the SLO Brewery development proposal.
- E3.** Ensure transparency and clarity in how the ALUP will be developed.
- E4.** Support efforts to secure adequate budget and resources for the ALUC for the ALUP update, on-going land use review and decision making, and for sharing information with the public (See F.1). Consider putting a request for these resources on the County BOS agenda, emphasizing the airport's important role in the economic vitality of the region.
- E5.** During the interim period while the ALUP update is being completed, provide increased certainty to applicants by having them reference the approved studies, the current ALUP and additional data sources that support their approach. Applicants will be highly encouraged to seek advance consultation from City and County staff prior to bringing their application forward to the ALUC.

**F. Maintain Quality, Consistent Communications Among the Partner Agencies**

- F1.** Create a stand-alone web site for the ALUC and include features related to the ALUP update process, key reference documents and information sources, meeting calendar, etc.
- F2.** Provide regular reports and updates to the partner agency policy makers and executive management staff to ensure on-going communication and information exchange.

## **PROPOSED PUBLIC PROCESS DESIGN RECOMMENDATIONS**

### **SLO AIRPORT COLLABORATIVE**

The SLO Airport Collaborative can support the completion of the draft ALUP update by advancing public engagement activities that promote transparency, help educate and engage the public, and provide opportunities for input. Some recommended activities for the Collaborative include:

#### **1. Technical Advisory Collaborative (TAC)**

Establish the SLO Airport Technical Advisory Collaborative (TAC). The purpose of the SLO Airport TAC is to provide technical input and advice on airport land use planning proposals and related issues near and around the San Luis Obispo County Regional Airport (Airport).

#### **2. Dedicated ALUC Website**

Provide a stand-alone website for the ALUC that provides easy access to information and includes ways to get in touch with the Commission. Currently, the ALUC's information is included in the County's website and can be very difficult to find. The ALUC video records the Commission meetings. However, finding the links to these files can require persistence and commitment.

#### **3. Frequently Asked Questions (FAQs)**

Prepare basic FAQs about the SLO Airport Collaborative. The FAQs could briefly describe the meeting process, what it yielded and the next steps agreed to by the members.

#### **4. ALUP Update Study Session with ALUC, City and County Staff, and Caltrans**

Conduct an ALUC-hosted study session to provide an opportunity for collaborative discussion with the partners regarding the draft ALUP in a setting open to the public.

#### **5. Jointly-sponsored Public Workshop for ALUP Update**

Conduct a public workshop for the ALUP update as a jointly sponsored event by the four partner agencies. The joint sponsorship would ensure that the viewpoints of all the partners are aligned regarding airport related land use planning activities. It would also demonstrate to the public that effort is being made to ensure that aviation and land use planning decisions are based on best practices and that proposed recommendations are supported by the ALUC, the City, the County and Caltrans.